

Concord Zoning Board of Appeals

Non-conforming use and structure Application Checklist

**Special Permit, under Sections 7.1.2, 7.1.4 and 11.6,
to change, alter or extend a one or two-family dwelling**

Property Address: _____

Applicant Name: _____

The following information **must** be submitted along with a completed Zoning Board of Appeals application form:

☐ **Recommendation from:** (if applicable)

- ☐ Natural Resources Commission
- ☐ Historic Districts Commission
- ☐ White Pond Advisory Committee

☐ **Check made payable to the Town of Concord for \$200.00**

☐ **Written description of the proposed changes:**

- the existing conditions of the site and the structure, including specific reasons that make the property currently non-conforming
- the proposed changes to the site and/or the structure
- other relevant information that the Board may need in reviewing your application

☐ **Dimensioned floor plans** of the existing and the proposed structure, with spaces labeled as to proposed use

☐ **Elevation plans** of the existing and the proposed structure

☐ **Proof of when house or structure was built** by providing copy of the Assessor's Data Sheet of the property available in the Assessor's office

☐ **A certified plot plan** by a registered land surveyor, showing the existing setbacks of the structure on the lot, indicating the closest point of the structure to each lot line

☐ **A proposed plot plan** by a registered land surveyor, showing the proposed setbacks of the new altered structure on the lot. This proposed dimensioning should indicate the closest point of the new structure to each lot line

☐ **A copy of the record deed** for the property

☐ **Photographs** of the existing house and property